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5 March 1954

MEMORANDUM FOR: Chief, Commercial Division

SUBJECT: Report of Non-Staff Personnel, Categorized as
U.S. Citizen, Application for Citizenship or
Intent to File, Employed or Receiving Monetary
Benefits from CIA.

REFERENCE: Inspector General's Request of 16 July 1953,
Same Subject

1. This office has been given the responsibility of providing the offices of the DCI and DD/P with current and correct information on non-staff personnel.

2. To meet the newly established requirements it is requested that a report similar to the attached format be forwarded to this office by the first of each month giving the total number of the following personnel employed under contract by your Division: Contract Agents, Career Agents, Covert Consultants, Covert Associates, Covert Specialists, Contract Employees and miscellaneous employees. (Miscellaneous employees should include all categories not listed in the above.) The report should also include all U.S. citizens, witting or un-witting, that are employed and paid directly by proprietary and foundation type organizations owned and operated by CIA. The first report will be due 1 April 1954 and the first of every month thereafter until further notice.

3. A member of this office is available to discuss and assist you in implementing standard procedures for this purpose.

4. Further, it will be necessary that your Staff keep the Special Contracting Officer informed of all contracts that are entered into between your Division and the categories of non-staff personnel on a contracting basis.

BY DIRECTION OF DD/P:

/s/
Acting Chief of Administration,
DD/P

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